



POLICY DOCUMENT

Policy title: **SMOKING POLICY**

Last reviewed: August 2017

Document control

<i>Version</i>	3
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<i>Checked by: Paul Simpson</i>	Aug 17
<i>HR: Sally Jobling</i>	Aug 17
<i>Staff consultation needed yes/no:</i>	yes
<i>Next review of this document:</i>	Aug 18

BARTON HILL SETTLEMENT - SMOKING POLICY

General Statement

This policy is intended to ensure that all staff, volunteers and visitors to Barton Hill Settlement's premises benefit from a smoke-free environment.

As part of its continuous review of health and safety matters, Barton Hill Settlement has considered the current evidence of the health risks associated with passive smoking, as well as the discomfort suffered by non-smokers exposed to tobacco smoke.

The aim of the smoking policy is to guarantee the right of non-smokers to breathe smoke free air at work, or when using Barton Hill Settlement's services, whilst also taking into account the needs of those who smoke. The policy is not concerned with whether people smoke, but with where they smoke whilst on our premises. Smoking in public buildings is against the law.

Any concerns employees may have regarding smoking at work should be reported immediately to the HR and Admin Officer so that corrective action can be taken if necessary.

Arrangements for Ensuring the Health and Safety of Workers

Barton Hill Settlement takes the view that smoking constitutes a fire risk and a hazard to the health of all its employees, both smokers and non-smokers (as a result of "passive smoking"). Smoking (including e-cigarettes) is not permitted in any of Barton Hill Settlement's premises, apart from in designated smoking zones. This restriction applies at all times, including outside normal working hours.

All visitors, temporary staff, contractors and clients will be expected to abide by the terms of the Smoking Policy. Appropriate signs will be displayed at all entrances to the premises and employees should tactfully remind visitors of the policy, if necessary.

Anyone wishing to smoke may do so in the designated smoking areas (listed at the end of this policy).

Barton Hill Settlement understands that some of its employees and volunteers may feel unwilling or unable to give up smoking. Such people may go to the designated areas to smoke a cigarette or e-cigarette, at reasonable intervals. For guidance about reasonable intervals, please speak to your line manager.

Support for smokers

It is recognised that some smokers will need to adjust to this policy and may welcome some support. If you would like further information or advice about coping with the policy, or would like to use this opportunity to give up smoking, please contact the NHS on 0300 1231044.

This Smoking Policy is referred to in the Employee Handbook and Volunteers' Policy. Any employee who ignores the Smoking Policy will be treated in accordance with Barton Hill Settlement's disciplinary procedure. Volunteers in breach of the smoking policy will be treated in accordance with the Volunteers' Handbook.

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The HR department will be responsible for informing all job applicants of this rule before offers of appointment are made or accepted.

Information on the policy will be:

- circulated to all staff and volunteers,
- provided to all new employees and volunteers,
- included in handbooks, information packs and on Barton Hill Settlement's website.

Designated Smoking Zones

Smoking is permitted ONLY in the following areas:

- The seating area near to the accessible door to the light House building.
- The roof terrace of the Light House building.
- The covered area outside the Community Hall (garden side)

Please note that smoking is *not* permitted at the George Wills Hall ("Dug Out") site.

E Cigarettes

This Smoking Policy also applies to the use of electronic cigarettes. The use of electronic cigarettes is prohibited wherever smoking is prohibited.